TRAINING PROGRAM OF INSTRUCTION (TPI)

FOR

DINFOS-IVC

INTERMEDIATE VIDEOGRAPHY COURSE

Approved by:

/s/

_____

Hiram Bell, Jr.
Colonel, U.S. Army
Defense Information School

Approval Date: OCT 28 2005

INTERMEDIATE VIDEOGRAPHY COURSE

TRAINING PROGRAM OF INSTRUCTION

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TRAINING PROGRAM OF INSTRUCTION

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TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-IVC

TITLE: Intermediate Videography Course

TRAINING LOCATION: Defense Information School, Fort George G. Meade, Maryland

SPECIALTY AWARDED: None

PURPOSE: This course provides professional training to transition the experienced apprentice military videographer to a journeyman level of expertise. This document provides a summary of the training objectives and activities used to fulfill the Service-mandated knowledge and performance skill competencies to be experienced and achieved by each student in order to successfully complete this course.

COURSE DESCRIPTION: The *graduate* will have learned and practiced the intermediate skills necessary to perform proficiently at a journeyman level of video storytelling and production. This course reinforces basic skills and expands the concepts of narrative and non-narrative productions. It introduces the advanced techniques used in these productions with emphasis on advanced non-linear editing techniques. Each student has additionally learned and practiced the role and responsibilities of performing as a team leader.

PREREQUISITES:

        US Air Force: E4 thru E7; and AFSC 3V053.

        US Army: E4 thru E7; and MOS 25V with one year of experience.

        US Marine Corps: E4 thru E6; and MOS 4671 with one year of experience.

        US Navy: E4 thru E7; and NEC 8143 with one year of experience using NLE (non-linear editing).

SECURITY CLEARANCE: None

CLASS SIZE:

        MAXIMUM: 8

        MINIMUM: 6

        ANNUAL COURSE CAPACITY: 48 (six annual iterations).

COURSE LENGTH: 15 Training Days

ACADEMIC HOURS: 113

ADMINISTRATIVE HOURS: 7

TOTAL COURSE HOURS: 120

INSTRUCTOR CONTACT HOURS: 174

TYPE/METHOD OF INSTRUCTION:	HOURS:
ADMINISTRATIVE (AD):	7.0
LECTURE (L):	33.5
DEMONSTRATION (D):	14.5
CASE STUDY (CS):	9.5
PERFORMANCE EXERCISE (PE):	18.0
WRITTEN EXAMINATION (EW):	1.5
PERFORMANCE EXAMINATION (EP):	36.0

TRAINING START DATE: January 1, 2006

ENVIRONMENTAL IMPACT: None. DoD policy was followed to assess the environmental impact.

MANPOWER: The Inter-service Training Review Organization (ITRO) formula was used to determine the number of instructors required. Recommend 2 instructors to accomplish this training as planned effective 25 July 2005.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) approved 25 July 2005, contains this information.

TRAINING DEVELOPMENT PROPONENT: Defense Information School, Course Development Department: (301) 677-3258; DSN 622-3258

FUNCTIONAL AREA 1
REVIEW OF VIDEO CONCEPTS

   Terminal Training Outcome: *The student has reviewed fundamental process and procedures used in military videography. Emphasis is placed on establishing commonality of skills and terminology to insure a uniform foundation for individual development of advanced techniques in storytelling concepts, shooting perspectives, and editing effects. The student can effectively demonstrate and communicate apprentice level skills and concepts.*

TPFN: DINFOS-IVC 001-001-

UNIT TITLE: Evaluation of Video Production Skills

TPFN HOURS AND TYPE: 5 PE

TPFN TOTAL HOURS: 5

PREREQUISITE TPFN: None

TASK(s): 001 Conduct non-linear editing diagnostic exercise
      002 Conduct English diagnostic test

SUMMARY OF INSTRUCTION: Evaluation of Video Production Skills measures the student's incoming knowledge on the subjects of non-linear editing systems and comprehension of the English language. Students are thoroughly critiqued on their strengths and weaknesses and if required, provided remediation on any identified deficiencies. Student competency is measured and reinforced in all subsequent student evaluations.

REFERENCES: None

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 1
REVIEW OF VIDEO CONCEPTS

TPFN: DINFOS-IVC 001-002-

UNIT TITLE: Course Introduction and Opening

TPFN HOURS AND TYPE: 2 L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(s):   001   Discuss team leader responsibilities
002   Identify principles of personal safety
003   Identify principles of physical security
004   Perform equipment inventory

SUMMARY OF INSTRUCTION: In this unit students are briefed on the expectations their services place on them upon completion of this course. This is accomplished through focusing on methods of conveying the knowledge obtained during the course to subordinates and co-workers: techniques for properly critiquing others videography skills, effective guidelines for implementing a successful videography training program and procedures for streamlining the day to day operations of a video production work center. Methods of safely operating in and around the Fort George G. Meade community are also discussed with emphasis on personal safety and physical security of assigned equipment. Prior to beginning DINVOS-IVC 001-003 students are issued video production equipment for use during the course. Student competency is measured and reinforced in the written quiz DINFOS-IVC 001-008-001. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 2.

REFERENCES: Video Field Production and Editing 6th edition, Compesi, Ronald; Television Production Handbook 7th edition, Zettl, Herbert

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 1
REVIEW OF VIDEO CONCEPTS

TPFN: DINFOS-IVC 001-003-

UNIT TITLE: Administrative Elements of Visual Information Materials

TPFN HOURS AND TYPE: 2 L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(s):   001   Identify elements of slates, labels, caption sheets and VIRINS
                002   Identify copyright laws applicable to Visual Information operations

SUMMARY OF INSTRUCTION: This unit reemphasizes the importance of utilizing slates, properly labeling media, completing caption sheets and compiling VIRIN data when creating a video production. Proper compliance with federal copyright laws and methods of legally satisfying customer multimedia requirements are also discussed. Student competency is measured and reinforced in the written quiz DINFOS-IVC 001-008-001. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 2.

REFERENCES: USAF AFI 33-117 Visual Information Management; USN/USMC OPNAV 3104 / MCO 31041; USA DA PAM 2591 VI Procedures; DOD Directive 5040.4; DOD 5040.5 Joint Combat Camera DOD Directive

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 1
REVIEW OF VIDEO CONCEPTS

TPFN: DINFOS-IVC 001-004-

UNIT TITLE: Principles of Non-linear Editing I

TPFN HOURS AND TYPE: 2 L; 2 D

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: DINFOS-IVC 001-001

TASK(s):   001   Identify characteristics of non-linear editing systems
002   Identify fundamentals of non-linear editing
003   Demonstrate fundamentals of non-linear editing techniques

SUMMARY OF INSTRUCTION: Contingent upon the results of the non-linear editing diagnostic exercise, students are refreshed on the basic characteristics that make up a non-linear editing system. These characteristics include hardware aspects such as minimal system requirements and media storage as well as software operations of launching the editing software, creating projects and laying basic edits into a video sequence. Student competency is measured and reinforced in the written quiz DINFOS-IVC 001-008-001. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 2.

REFERENCES: Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

INSTRUCTOR/STUDENT RATIO: 1:8 (L); 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 1
REVIEW OF VIDEO CONCEPTS

TPFN: DINFOS-IVC 001-005-

UNIT TITLE: Foundations of Videography I

TPFN HOURS AND TYPE: 4 L

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASK(s):   001   Identify principles of visual composition and framing
                 002   Define correct center of interest placement
                 003   Identify principles of shot sequencing
                 004   Identify proper use of the action axis
                 005   Identify proper use of cut-ins and cut-aways

SUMMARY OF INSTRUCTION: In Foundations of Videography I students will receive refresher training on the basics of videography: framing and composition, proper subject placement, shot sequencing, methods of maintaining screen direction and the important role cut-ins and cut-aways play in a production. Student competency is measured and reinforced in the written quiz DINFOS-IVC 001-008-001. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 2.

REFERENCES: Video Field Production and Editing 6th edition, Compesi, Ronald; Television Production Handbook 7th edition, Zettl, Herbert

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 1
REVIEW OF VIDEO CONCEPTS

TPFN: DINFOS-IVC 001-006-

UNIT TITLE: Principles of Non-linear Editing II

TPFN HOURS AND TYPE: 3 L; 1 D

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: DINFOS-IVC 001-004

TASK(s):   001   Identify aspects of non-linear audio editing
                   002   Identify non-linear trimming techniques
                   003   Determine proper use of titles, dissolves, and effects

SUMMARY OF INSTRUCTION: A continuation of Principles of Non-linear Editing I, students are refreshed on the basic applications of a non-linear editing system. These applications include audio editing, trimming techniques, and proper use of titles, dissolves, and effects. Student competency is measured and reinforced in the written quiz DINFOS-IVC 001-008-001. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 2.

REFERENCES: Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 1
REVIEW OF VIDEO CONCEPTS

TPFN: DINFOS-IVC 001-007-

UNIT TITLE: Foundations of Videography II

TPFN HOURS AND TYPE: 3.5 L

TPFN TOTAL HOURS: 3.5

PREREQUISITE TPFN: DINFOS-IVC 001-005

TASK(s):   001   Identify effective techniques of focusing attention on the main subject
               002   Determine proper use of camera angles: objective, subjective and point of view
               003   Describe effective use of perspective and perception
               004   Identify the purpose for motivated camera movements

SUMMARY OF INSTRUCTION: In Foundations of Videography II students will receive additional refresher training on the basics of videography: focusing attention on the main subject and proper use of objective, subjective and point of view camera angles. Student competency is measured and reinforced in the written quiz DINFOS-IVC 001-008-001. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 2.

REFERENCES: Video Field Production and Editing 6th edition, Compesi, Ronald; Television Production Handbook 7th edition, Zettl, Herbert

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 1
REVIEW OF VIDEO CONCEPTS

TPFN: DINFOS-IVC 001-008-

UNIT TITLE: Student Progress Measurements

TPFN HOURS AND TYPE: 0.5 EW

TPFN TOTAL HOURS: 0.5

PREREQUISITE TPFN: All Previous TPFNs

TASK(s): 001 Student Progress Quiz and Critique

SUMMARY OF INSTRUCTION: The student must be able to demonstrate knowledge and proficiency in all aspects of Functional Area 1: Review of Video Concepts. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 2. A feedback session will be provided to review the written quiz and any other content associated with Functional Area 1.

REFERENCES: Video Field Production and Editing 6th edition, Compesi, Ronald; Television Production Handbook 7th edition, Zettl, Herbert; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; USAF AFI 33-117 Visual Information Management; USN/USMC OPNAV 3104 / MCO 31041; USA DA PAM 2591 VI Procedures; DOD Directive 5040.4; DOD 5040.5 Joint Combat Camera DOD Directive

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
INTEGRATION OF STORYTELLING METHODS

Terminal Training Outcome: *The student has performed and is prepared to develop eclectic storytelling techniques that convey story commitment and affect. The student has learned to leverage sound, lighting and shot formatting techniques to enhance story perception. This training prepares the student to perform as a journeyman videographer and team leader.*

TPFN: DINFOS-IVC 002-001-

UNIT TITLE: Visual Storytelling Methods

TPFN HOURS AND TYPE: 0.5 L; 4 CS; 3.5 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(s):   001   Define the commitment to a story
        002   Discuss how emotions within an event can be conveyed to the audience
        003   Identify shooting techniques that appeal to the five senses of the viewer, drawing them into the story
        004   Determine the correct commitment to a story

SUMMARY OF INSTRUCTION: Visual Storytelling Methods is designed to take to the videographer from shooting individual shots and basic sequences to telling a complete and effective story. Emphasis is placed on the importance of defining the commitment to a story prior to documenting any event and effective techniques for conveying emotions to the audience. The videographer will also be introduced to methods of documenting scenes that appeal to the senses of the viewer, generating more interest in a production. Student competency is measured and reinforced in the written quiz DINFOS-IVC 002-011-001. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 3.

REFERENCES: Television Field Production and Reporting, 3rd Edition, Shook, Frederick

INSTRUCTOR/STUDENT RATIO: 1:8 (L, CS), 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
INTEGRATION OF STORYTELLING METHODS

TPFN: DINFOS-IVC 002-002-

UNIT TITLE: Intermediate Audio Acquisition Techniques

TPFN HOURS AND TYPE: 3 L; 2 CS; 0.5 D; 2.5 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(s): 001 Define microphone pick-up patterns and operational characteristics
  002 Apply strategic collection of natural sound to enhance a story
  003 Describe how the use of sound can convey the meaning and emotion of a story
  004 Identify the potential negative effects of natural sound on a production
  005 Integrate natural sound editing for video stories – audio weaving
  006 Utilize key frames when employing audio weaving techniques
  007 Identify the appropriate integration of music within a production
  008 Identify potential sources of electrical interference and causes of dropout commonly encountered with microphones

SUMMARY OF INSTRUCTION: Building upon the students' basic knowledge of microphone pick-up patterns and operational characteristics, Intermediate Audio Acquisition Techniques moves more in depth, exploring how audio can both enhance and detract from a story. Methods of utilizing sounds to convey the meaning and emotion of a story to the audience are also emphasized, as well as non-linear editing key-framing techniques that can be utilized to effectively blend the various sounds of a production together. Student competency is measured and reinforced in the written quiz DINFOS-IVC 002-011-001. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 3.

REFERENCES: Video Field Production and Editing 6th edition, Compesi, Ronald; Television Production Handbook 7th edition, Zettl, Herbert; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; Television Field Production and Reporting, 3rd Edition, Shook, Frederick

INSTRUCTOR/STUDENT RATIO: 1:8 (L, CS, D), 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
INTEGRATION OF STORYTELLING METHODS

TPFN: DINFOS-IVC 002-003-

UNIT TITLE: Intermediate Principles of Videography I

TPFN HOURS AND TYPE: 1 L; 1.5 D; 1.5 PE

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: DINFOS-IVC 001-007

TASK(s):   001   Identify the importance of recording effective opening and closing shots
                            to complete a story
                    002   Demonstrate how to shoot video transitions
                    003   Demonstrate effective methods of editing in the camera
                    004   Demonstrate effective pacing and timing shooting
                            techniques

SUMMARY OF INSTRUCTION: Intermediate Principles of Videography I introduces methods for videographers to think originally and creatively in the production a video project. Techniques of incorporating effective opening and closing shots are discussed with emphasis on utilizing video transitions throughout a project to maintain the audience's attention. The importances of editing in the camera and proper use of pacing and timing during a shoot are also discussed to minimize the amount of required postproduction editing time. Student competency is measured and reinforced in the written quiz DINFOS-IVC 002-011-001. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 3.

REFERENCES: The Five C's of Cinematography: Motion Picture Filming Techniques, Mascelli, Joseph; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; Television Field Production and Reporting, 3rd Edition, Shook, Frederick

INSTRUCTOR/STUDENT RATIO: 1:8 (L, D), 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
INTEGRATION OF STORYTELLING METHODS

TPFN: DINFOS-IVC 002-004-

UNIT TITLE: Intermediate Principles of Videography II

TPFN HOURS AND TYPE: 1.5 L; 0.5 PE

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: DINFOS-IVC 002-003

TASK(s):   001   Identify methods for capturing uncontrolled action
                 002   Identify aggressive use of a camera to capture a commitment
                 003   Utilize proper hand-held camera techniques

SUMMARY OF INSTRUCTION: Intermediate Principles of Videography II encourages the students to take an active role in aggressively capturing the commitment of an uncontrolled action story. This is accomplished through the videographers physically moving the camera within a safe distance of the action needing to be documented. Through this method, the audience becomes actively involved in the story. Student competency is measured and reinforced in the written quiz DINFOS-IVC 002-011-001. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 3.

REFERENCES: The Five C's of Cinematography: Motion Picture Filming Techniques, Mascelli, Joseph; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; Television Field Production and Reporting, 3rd Edition, Shook, Frederick

INSTRUCTOR/STUDENT RATIO: 1:8 (L), 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
INTEGRATION OF STORYTELLING METHODS

TPFN: DINFOS-IVC 002-005-

UNIT TITLE: Effective Methods of Documenting in Low-light Environments

TPFN HOURS AND TYPE: 2 D; 0.5 PE

TPFN TOTAL HOURS: 2.5

PREREQUISITE TPFN: None

TASK(s):   001   Adjust iris control and focus to achieve effective depth of field
                002   Demonstrate effective control of contrast ratios
                003   Demonstrate proper filter selection and its relation to color temperature
                004   Utilize gain control to enhance camera operation under low-light conditions
                005   Demonstrate how to document in low lighting: indoors and outdoors

SUMMARY OF INSTRUCTION: Effective Methods of Documenting in Low-light Environments discusses both indoor and outdoor shooting locations where available light is less than required for optimal camera performance. Both the individual and combined use of iris control, contrast ratios, lens filters, and gain control are discussed to give the students a variety of ways to improve the overall image quality and effectively focus attention upon their main subject. Student competency is measured and reinforced in the written quiz DINFOS-IVC 002-011-001. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 3.

REFERENCES: <u>Video Field Production and Editing</u> 6th edition, Compesi, Ronald; <u>Television Production Handbook</u> 7th edition, Zettl, Herbert; <u>Television Field Production and Reporting, 3rd Edition</u>, Shook, Frederick

INSTRUCTOR/STUDENT RATIO: 1:8 (D), 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

TPFN: DINFOS-IVC 002-006-

UNIT TITLE: Intermediate Interviewing Techniques

TPFN HOURS AND TYPE: 4 L; 1.5 D

TPFN TOTAL HOURS: 5.5

PREREQUISITE TPFN: DINFOS-IVC 002-001, DINFOS-IVC 002-002

TASK(s):   001   Identify the concept of non-narrative stories
002   Identify thorough planning and proper organization for conducting effective interviews
003   Describe the use of open-ended, follow-up, and rephrased questions while conducting interviews
004   Identify the aspects of a conversational interview
005   Identify applications of the working interview

SUMMARY OF INSTRUCTION: Intermediate Interviewing Techniques emphasizes the need for thorough planning and proper organization when conducting an effective interview. Focus is placed on the importance of adaptation when conducting interviews by not depending on a set list of questions, but listening to the interviewee and employing open-ended, follow-up, and rephrased questions to capture the true emotion of the subject. Aspects and applications of conversational and working interviews are also discussed as a means to give the audience a more involved sense when viewing the story. Student competency is measured and reinforced in the written quiz DINFOS-IVC 002-011-001. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 3.

REFERENCES: Television Field Production and Reporting, 3rd Edition, Shook, Frederick

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
INTEGRATION OF STORYTELLING METHODS

TPFN: DINFOS-IVC 002-007-

UNIT TITLE: Effective Methods of Lighting in Diverse Environments

TPFN HOURS AND TYPE: 1.5 L; 1.5 D; 1 PE

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: DINFOS-IVC 002-005

TASK(s):
	001	Identify types and uses of portable lighting equipment
	002	Identify effective lighting techniques for documenting uncontrolled action
	003	Demonstrate how to light an interview using two lights to achieve a three-point lighting look
	004	Identify effective methods of employing barn doors, gels, scrims and screens in lighting
	005	Apply advanced white-balancing techniques under special lighting conditions
	006	Demonstrate control of mixed lighting situations
	007	Utilize minimal camera lighting to achieve technically acceptable imagery

SUMMARY OF INSTRUCTION: Effective Methods of Lighting in Diverse Environments is a continuation of Effective Methods of Documenting in Low-light Environments, focusing more on the use of external lighting sources to enhance the technical acceptability of an image or scene. Students will be required to demonstrate comprehension and understanding of these concepts through a non-graded performance exercise. Student competency is measured and reinforced in the written quiz DINFOS-IVC 002-011-001. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 3.

REFERENCES: Video Field Production and Editing 6th edition, Compesi, Ronald; Television Production Handbook 7th edition, Zettl, Herbert; Television Field Production and Reporting, 3rd Edition, Shook, Frederick; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

INSTRUCTOR/STUDENT RATIO: 1:8 (L, D); 1:4 (PE)

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
INTEGRATION OF STORYTELLING METHODS

TPFN: DINFOS-IVC 002-008-

UNIT TITLE: Evaluation of Non-narrative Production Techniques

TPFN HOURS AND TYPE: 2 PE; 10 EP

TPFN TOTAL HOURS: 12

PREREQUISITE TPFN: All Previous TPFNs

TASK(s):
001 Demonstrate thorough planning and proper organization for conducting effective interviews (EP)
002 Demonstrate use of open-ended, follow-up and rephrased questions during interviews (EP)

SUMMARY OF INSTRUCTION: In this graded performance examination students are required to document and edit a non-narrative story per the guidelines of the Evaluation of Non-narrative Production Techniques grade sheet. Throughout the project they are required to employ techniques introduced within the functional area including effective interviewing techniques, proper lighting control and aggressive camera usage. Students are required to attain a minimum passing score of 70 percent on the performance evaluation to advance to Functional Area 3.

REFERENCES: The Five C's of Cinematography: Motion Picture Filming Techniques, Mascelli, Joseph; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; Video Field Production and Editing 6th edition, Compesi, Ronald; Television Production Handbook 7th edition, Zettl, Herbert; Television Field Production and Reporting, 3rd Edition, Shook, Frederick

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
INTEGRATION OF STORYTELLING METHODS

TPFN: DINFOS-IVC 002-009-

UNIT TITLE: Writing for Documentaries

TPFN HOURS AND TYPE: 0.5 L; 3.5 CS

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: DINFOS-IVC 001-001

TASK(s):
001 Identify the concept of narrative stories
002 Identify the functions of narration in a video documentary
003 Identify how narration can enhance visual elements of a story

SUMMARY OF INSTRUCTION: Writing for Documentaries introduces the concept of documenting narrative stories to the student. The function of narration within a story is identified as a means of overcoming gaps or breaks in interview content as well as a method for enhancing the visual elements of a story when the subject matter may be to complex for the audience to understand. Student competency is measured and reinforced in the written quiz DINFOS-IVC 002-011-001. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 3.

REFERENCES: Television Field Production and Reporting, 3rd Edition, Shook, Frederick

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 2
INTEGRATION OF STORYTELLING METHODS

TPFN: DINFOS-IVC 002-010-

UNIT TITLE: Evaluation of Narrative Production Techniques

TPFN HOURS AND TYPE: 1.5 PE; 10 EP

TPFN TOTAL HOURS: 11.5

PREREQUISITE TPFN: All Previous TPFNs

TASK(s): 001   Integrate natural sound, interviews, and narration to tell a
complete story (EP)

SUMMARY OF INSTRUCTION: In this graded performance examination students are required to document and edit a narrative story per the guidelines of the Evaluation of Narrative Production Techniques grade sheet. Throughout the project they are required to employ techniques introduced within the functional area including the use of narration to supplement interviews as well as proper lighting control and aggressive camera usage. Students are required to attain a minimum passing score of 70 percent on the performance evaluation to advance to Functional Area 3.

REFERENCES: The Five C's of Cinematography: Motion Picture Filming Techniques, Mascelli, Joseph; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; Video Field Production and Editing 6th edition, Compesi, Ronald; Television Production Handbook 7th edition, Zettl, Herbert; Television Field Production and Reporting, 3rd Edition, Shook, Frederick; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

TPFN: DINFOS-IVC 002-011-

UNIT TITLE: Student Progress Measurements

TPFN HOURS AND TYPE: 0.5 EW

TPFN TOTAL HOURS: 0.5

PREREQUISITE TPFN: All Previous TPFNs

TASK(s):   001   Student Progress Quiz and Critique

SUMMARY OF INSTRUCTION: The student must be able to demonstrate knowledge and proficiency in all aspects of Functional Area 2: Integration of Storytelling Methods. Students must achieve a minimum passing score of 70 percent on the written quiz to advance to Functional Area 3. A feedback session will be provided to review the written quiz and any other content associated with Functional Area 2.

REFERENCES: The Five C's of Cinematography: Motion Picture Filming Techniques, Mascelli, Joseph; How to Shoot a Movie and Video: The Technique of Pictorial Continuity, Gaskill and Englander; Video Field Production and Editing 6th edition, Compesi, Ronald; Television Production Handbook 7th edition, Zettl, Herbert; Television Field Production and Reporting, 3rd Edition, Shook, Frederick; Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 3
POST-PRODUCTION VIDEO PROCESSES

Terminal Training Outcome: *The student has performed and is prepared to fully produce and deliver complete and effective video stories and products. The student has learned advanced non-linear editing and troubleshooting techniques. This fully capable military videographer is prepared to employ the latest technology to manage the post-production process and provide expeditious delivery of video projects to meet military operational and informational missions worldwide.*

TPFN: DINFOS-IVC 003-001-

UNIT TITLE: Advanced Non-linear Editing Techniques

TPFN HOURS AND TYPE: 1.5 L; 1 D

TPFN TOTAL HOURS: 2.5

PREREQUISITE TPFN: DINFOS-IVC 001-006

TASK(s):   001   Identify proper methods of storing media within a non-linear editor
                002   Identify methods for importing various video files into non-linear editors
                003   Identify methods for importing various graphic files into non-linear editors
                004   Utilize key frames when employing visual effects
                005   Identify nesting techniques for adding multiple effects on video

SUMMARY OF INSTRUCTION: Advanced Non-linear Editing Techniques first discusses proper methods for storing media within a non-linear editor to ensure optimal system performance. This unit then combines many of the elements of basic non-linear editing with additional common editing functions such as importing video from sources other than tape, incorporating graphic files and editing visual effects. Nesting techniques are also introduced as a means of increasing the aesthetic appeal of a video production. Student competency is measured and reinforced in the written quiz DINFOS-IVC 003-006-001. Students must achieve a minimum passing score of 70 percent on the written quiz to complete the course.

REFERENCES: Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 3
POST-PRODUCTION VIDEO PROCESSES

TPFN: DINFOS-IVC 003-002-

UNIT TITLE: Non-linear Editing Troubleshooting Techniques

TPFN HOURS AND TYPE: 2.5 D

TPFN TOTAL HOURS: 2.5

PREREQUISITE TPFN: DINFOS-IVC 003-001

TASK(s):   001   Identify common non-linear editing barriers encountered when
                                troubleshooting
                    002   Utilize color correction techniques to standardize video from multiple
                                sources
                    003   Identify methods for combining drop frame and non-drop frame footage
                                within a project
                    004   Identify methods for combining audio of different sample rates within
                                a project
                    005   Identify proper methods for configuring VTRs for non-linear editing

SUMMARY OF INSTRUCTION: Non-linear Editing Troubleshooting Techniques identifies
many of the common technical barriers videographers encounter while operating a non-linear editing
system. These difficulties are explored in-depth with the most effective procedures for overcoming
or circumventing them. Student competency is measured and reinforced in the written quiz
DINFOS-IVC 003-006-001. Students must achieve a minimum passing score of 70 percent on the
written quiz to complete the course.

REFERENCES: Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when
operating videographic equipment and accessories. Special emphasis must be placed on personal
safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 3
POST-PRODUCTION VIDEO PROCESSES

TPFN: DINFOS-IVC 003-003-

UNIT TITLE: Post-production Media Management Processes

TPFN HOURS AND TYPE: 1 D

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: DINFOS-IVC 003-002

TASK(s):   001   Utilize proper methods for exporting video projects for archival storage
                 002   Export digital video footage for importation into DVD authoring software

SUMMARY OF INSTRUCTION: Post-production Media Management Processes is designed to inform the students of proper methods for exporting and storing digitized media when required. Students are also introduced to methods of properly exporting a finalized video project with the proper specifications to be compatible with DVD authoring software. Student competency is measured and reinforced in the written quiz DINFOS-IVC 003-006-001. Students must achieve a minimum passing score of 70 percent on the written quiz to complete the course.

REFERENCES: Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

TPFN: DINFOS-IVC 003-004-

UNIT TITLE: Evaluation of Post-production Video Processes

TPFN HOURS AND TYPE: 16 EP

TPFN TOTAL HOURS: 16

PREREQUISITE TPFN: All Previous TPFNs

TASK(s):   001   Employ DVD authoring software to create a finished video project (EP)

SUMMARY OF INSTRUCTION: Evaluation of Post-production Video Processes is the final performance examination that brings together all pre-production, production, and post-production techniques to measure the student's knowledge obtained throughout this course. Students are required to attain a minimum passing score of 70 percent on the performance evaluation to complete this course.

REFERENCES: Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series

INSTRUCTOR/STUDENT RATIO: 1:4

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 3
POST-PRODUCTION VIDEO PROCESSES

TPFN: DINFOS-IVC 003-005-

UNIT TITLE: Elements of Video Production Leadership

TPFN HOURS AND TYPE: 3.5 L

TPFN TOTAL HOURS: 3.5

PREREQUISITE TPFN: All Previous TPFNs

TASK(s):   001   Review techniques for product transmission
                002   Discuss team leader responsibilities

SUMMARY OF INSTRUCTION: In Elements of Video Production Leadership the importance of transferring media from the editor to the customer and various methods of accomplishing this are discussed.   This includes procedures for digitally transferring video projects to military accessioning points and the Joint Combat Camera Center. Additionally, students are reminded of the importance in disseminating the knowledge obtained throughout this course to their respective services. This includes techniques for properly critiquing others videography skills, effective guidelines for implementing a successful videography training program and procedures for streamlining the day to day operations of a video production work center. Student competency is measured and reinforced in the written quiz DINFOS-IVC 003-006-001. Students must achieve a minimum passing score of 70 percent on the written quiz to complete the course.

REFERENCES: <u>Video Acquisition and Editing Concepts</u> , AFCD 3V053, Visual Information Production-Documentation Journeyman Volume 3

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

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FUNCTIONAL AREA 3
POST-PRODUCTION VIDEO PROCESSES

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TPFN: DINFOS-IVC 003-006-

UNIT TITLE: Student Progress Measurements

TPFN HOURS AND TYPE: 0.5 EW

TPFN TOTAL HOURS: 0.5

PREREQUISITE TPFN: All Previous TPFNs

TASK(s):   001   Student Progress Quiz and Critique

SUMMARY OF INSTRUCTION: The student must be able to demonstrate knowledge and proficiency in all aspects of Functional Area 3: Post-production Video Processes. Students must achieve a minimum passing score of 70 percent on the written quiz to complete the course. A feedback session will be provided to review the written quiz and any other content associated with Functional Area 3.

REFERENCES: Editing with AVID Xpress Pro and AVID Xpress DV, AVID Educational Series; Video Acquisition and Editing Concepts , AFCD 3V053, Visual Information Production-Documentation Journeyman Volume 3

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Students must follow all manufacturers' safety recommendations when operating videographic equipment and accessories. Special emphasis must be placed on personal safety, prevention of electrical shock, and avoiding misuse of equipment provided.

FUNCTIONAL AREA 4
COURSE ADMINISTRATION

TPFN: DINFOS-IVC 004-001-

UNIT TITLE: Course Opening

TPFN HOURS AND TYPE: 3 AD

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(s):   001   Complete in-processing
               002   Receive orientation and Commandant's welcome

SUMMARY OF INSTRUCTION: N/A

REFERENCES: DINFOS Policies and Procedures Manual (POPMAN)

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Normal

FUNCTIONAL AREA 4
COURSE ADMINISTRATION

TPFN: DINFOS-IVC 004-002-

UNIT TITLE: Course Closing

TPFN HOURS AND TYPE: 4 AD

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: All Previous TPFNs

TASK(s):   001   Complete out-processing
               002   Participate in graduation ceremony

SUMMARY OF INSTRUCTION: N/A

REFERENCES: DINFOS Policies and Procedures Manual (POPMAN)

INSTRUCTOR/STUDENT RATIO: 1:8

SAFETY FACTORS: Normal

ACKNOWLEDGEMENTS

INTERMEDIATE VIDEOGRAPHY COURSE